



Republic of the Philippines
CAVITE STATE UNIVERSITY
Don Severino de las Alas Campus
 Indang, Cavite, Philippines

INVITATION TO SUBMIT QUOTATION
Supply and Delivery of Supplies and Materials for OBS

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project **“Supply and Delivery of Supplies and Materials for OBS”** with an Approved Budget for the Contract (ABC) of **Ninety-Four Thousand Four Hundred Fifty-Six Pesos and 07/100 Only (PhP 94,456.07)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	20	box	ACETATE (transparency film) A4	288.75	5,775.00
2.	15	pc	BALLPEN, black	5.25	78.75
3.	15	pc	BALLPEN, blue	5.25	78.75
4.	10	pc	BATTERY, AA, 2's, HD	73.50	735.00
5.	10	pc	BATTERY, AAA, 2's, HD	73.50	735.00
6.	10	pack	INDEX TAB FLAGS, transparent film, arrow shape, assorted colors	36.75	367.50
7.	15	pack	INDEX TAB FLAGS, SIGN HERE, yellow	178.50	2,677.50
8.	1	pack	LAMINATING FILM, A4, 125 mic	630.00	630.00
9.	5	pc	MARKING PEN, permanent, Broad, black	36.75	183.75
10.	5	pc	MARKING PEN, permanent, Broad, blue	36.75	183.75
11.	1	box	PENCIL, #2, 12's/bx	84.00	84.00
12.	10	pc	SIGN PEN, black, 0.7	65.10	651.00
13.	20	pc	SIGN PEN, blue, 0.7	65.10	1,302.00
14.	1	btl	STAMP PAD INK, black	68.25	68.25
15.	3	box	STAPLE WIRE, Std, No.25	30.45	91.35
16.	4	roll	TAPE, DOUBLE ADHESIVE, 1"	26.25	105.00
17.	4	roll	TAPE, DOUBLE ADHESIVE, 2"	52.50	210.00
18.	20	ream	COLORED BONDPAPER, A4, S20 (70 gsm), green	371.70	7,434.00
19.	30	pc	MOROCCO PAPER, 30x40, Green	44.10	1,323.00
20.	10	pad	NOTE PAD, (2"x3"), 100 sheets per pad	57.75	577.50
21.	10	pad	NOTE PAD, (3"x3"), 100 sheets per pad	63.00	630.00
22.	10	pad	NOTE PAD, (3"x4"), 100 sheets per pad	99.75	997.50
23.	4	pack	PHOTO PAPER, glossy, 20pcs/pack, 180gsm, A4	105.00	420.00
24.	4	pack	PHOTO PAPER, matte, 20pcs/pack, 180gsm, A4	105.00	420.00
25.	5	pack	SPECIALTY BOARD, 10's/pack, 180gsm, CREAM, A4	36.75	183.75
26.	10	pack	SPECIALTY PAPER, 10's/pack, CREAM, A4	33.60	336.00
27.	5	pack	SPECIALTY PAPER, 10's/pack, CREAM, long	33.60	168.00

28.	5	pc	STICKY NOTE PADS, yellow, 1.5"x2"	29.40	147.00
29.	5	pc	STICKY NOTE PADS, yellow, 2"x3"	57.75	288.75
30.	5	pc	STICKY NOTE PADS, yellow, 3"x3"	63.00	315.00
31.	5	pc	STICKY NOTE PADS, yellow, 3"x4"	89.25	446.25
32.	5	pc	STICKY NOTE PAD, yellow, 3 x 5	102.90	514.50
33.	5	pc	STICKY NOTE PADS, 2" x 2", 400's, asstd	163.12	815.59
34.	100	ream	COPY PAPER, A4, 80gsm	230.00	23,000.00
35.	25	pc	BROWN ENVELOPE, for A4 size document	1.68	42.00
36.	25	pc	BROWN ENVELOPE, for Long size document	1.84	45.94
37.	20	pc	ENVELOPE, expanding, long, BLUE	15.75	315.00
38.	20	pc	FOLDER, plastic, L-type, A4	6.83	136.50
39.	50	pc	FOLDER, plastic, L-type, legal	7.88	393.75
40.	2	bundle	RING BINDER, 3/8", plastic, 10pcs/bundle, black	73.50	147.00
41.	2	bundle	RING BINDER, 1/2", plastic, 10pcs/bundle, black	89.25	178.50
42.	2	bundle	RING BINDER, 3/4", plastic, 10pcs/bundle, black	168.00	336.00
43.	2	bundle	RING BINDER, 1", plastic, 10pcs/bundle, black	252.00	504.00
44.	2	bundle	RING BINDER, 2", plastic, 10pcs/bundle, black	430.50	861.00
45.	200	pc	FOLDER, sliding, morroco, violet, A4	9.45	1,890.00
46.	200	pc	INDEX TAB, self adhesive, 5's, transparent	70.00	14,000.00
47.	10	pc	ALCOHOL, 70% isoprophyl, 500ml	766.50	7,665.00
48.	3	dozen	BATHROOM TISSUE, Coreless plain	472.50	1,417.50
49.	2	pack	GARBAGE BAG, XL, transparent, 100's	840.00	1,680.00
50.	2	pack	GARBAGE BAG, L, transparent, 100's	735.00	1,470.00
51.	1	gallon	ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	915.20	915.20
52.	3	bottle	HAND SANITIZER, 500mL	908.58	2,725.74
53.	1	pc	RULER, 12 inches, plastic	42.00	42.00
54.	1	pc	RULER, 12 inches, metal	47.25	47.25
55.	2	pc	SCISSOR, 6", HD	147.00	294.00
56.	2	unit	FLASH DRIVE, 32GB	1,680.00	3,360.00
57.	3	unit	MOUSE, Optical, WIRELESS	338.75	4,016.25
TOTAL AMOUNT					94,456.07

2. Delivery Period: ____ calendar days from the receipt of P.O.
3. Price quotations must be valid for a period of sixty (60) calendar days from date of submission and shall include all taxes, duties and/or levies payable. Bidders shall also indicate the brand and model of the items being offered.
4. Warranty shall be for a period of six (6) months for supplies and materials. Warranty for equipment must not be less than one (1) year from the date of acceptance and shall be accompanied with Warranty Certificate.
5. The quotation must be submitted to the Supply Office through mail, fax or email at the contact details listed below **on or before 5:00 PM of October 6, 2021**.

Address : Supply Office, Administration Building
Cavite State University

Indang, Cavite
E-mail : supplyoffice@cvsu.edu.ph
Telefax : (046) 862-0852

6. The CvSU reserves the right to reject any or all quotations and/or proposals and waive any formalities/informalities therein and to accept such bids it may consider as most advantageous to the agency and to the government. CvSU neither assumes any obligation for whatsoever losses that may be incurred in the preparation of bids, nor does it guarantee that an award will be made.


PRECIOSA G. ERAÑA